

FAVOR Upstate – Oconee County Program Coordinator

Position Title: Program Coordinator – Oconee County

Immediate Supervisor(s): Senior Program Director and Oconee Program Supervisor

Position Objective: In short, execute DAOADAS SOR Contract objectives. Help build our Oconee County RCO, expand our affiliate growth and mission. Establish, build and maintain coaching relationships with FAVOR Participants (aka Recoverees). Facilitate Support Groups. Coordinate Oconee programs.

Hours: Full Time; day-to-day schedule varies depending on programming, caseload and participant involvement

Salary and benefits: Competitive pay based on experience and credentials. Full benefits.

Essential Functions of Position:

- 1) Provide baseline recovery support services to participants to include: individual coaching (caseload defined by manager) ; group facilitation ; family support ; referral support ; crisis response and other recovery support duties as defined by program leadership.
- 2) Meet individually with participants to facilitate recovery plans.
- 3) Facilitate and help develop defined schedule of groups
- 4) Respond to crisis and support participants as they pursue their individual pathway to recovery.
- 5) Maintain personal caseload of recoverees
- 6) Fill Out Appropriate Paperwork and Maintain E-Database to Document Interactions and Track Progress of participants, etc..
- 7) Attend supervision groups and continuing education.
- 8) Seek Guidance and Assistance (as necessary) From Supervisor/Director as needed
- 9) With the support of Senior Program Director; the affiliate lead will take an active role in ensuring the success of “expansion” sites. This will include:
 - a. Recruiting volunteers
 - b. Planning quarterly Advocacy Events for Pickens County
 - c. Taking primary responsibility for meeting schedule and facilitation
 - d. Under the direction of organizational leadership; manage outreach and community awareness events
 - e. Under direction of organization leadership; develop resourceful community partnerships with providers and other partners.

Requirements:

- 1) Preferred Certified Peer Support Specialist Certification (CPSS) or eligible to be trained
- 2) 24 months (2 years) of recovery and the ability to demonstrate a healthy recovery.
- 3) The willingness and ability to share your recovery story.
- 4) Compassion For Those Who Struggle With Addiction
- 5) Flexibility, a sense of humor, and the ability to get along with many types of people & leaders
- 6) Agreement with and commitment to FAVOR Upstate’s mission and values
- 7) **Service Location:** Throughout the Affiliate Area, depending on circumstances and varying participant needs - local treatment providers; The FAVOR Center(s); Cellphone (from anywhere)

Equipment used: Laptop (provided by FAVOR), The FAVOR Facility (i.e. Counseling Room(s)/Private Neutral Location), Recovery Coach Training Manual, Confidential File Reference for Participants, Recovery Link Case Management Database/Software, FAVOR Center Phones and/or Computers, FAVOR Resources – Guides, Manuals, Directories, etc...

Note: This description lists the minimum duty requests. Individuals may be asked to perform additional position duties as requested by their supervisor.

Interested candidates please submit letter of interest/resume to Mike Malone @ mikem@favorgreenville.org

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